

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **August 19, 2010 at 6:00 p.m.** in the **Board Room** at the **Brown County Central Library, 515 Pine St., Green Bay WI**

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

**EXCUSED:** CARLA BUBOLTZ

**ALSO PRESENT:** LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, DALE CROPPER, CURT BEYLER, (staff); BOB HEIMANN (Brown County Information Services Director); BILL DOWELL (Brown County Facilities Management); LONN FRYE (FGM Arch); and BOB HARDY (Somerville)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

Terry recommended that agenda item 4(c) be moved to 4(a) in the interest of the guests attending. Motion by Golomoski, seconded by Bellmore, to modify the agenda as suggested. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

Motion by Kegel, seconded by Pletcher, to modify the July 15 minutes to read as follows:

"Lynn and Kathy had a telephone conference with Miriam Pollack who reported that 34 applications were received nationwide. She narrowed them to 15 and has conducted telephone interviews with seven of them. She will continue interviews with the other eight. It was agreed that these well-qualified applicants probably would not have been found without the use of the search firm. Terry noted that without the Operations Manager position filled, what phenomenal hard work the administrative staff of Lori, Sue and Curt has done – taking on additional responsibilities and working extra hours and Lynn agreed.";

And also to modify the July 19 minutes to include "Motion carried" following the motion made by Kegel and seconded by Froelich, under the 2011 Budget agenda item. Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

### OPEN FORUM FOR THE PUBLIC

No members of the public were present.

### FACILITIES REPORT

**a. Central Library Renovation update** Lonn Frye presented the fifth revision of department plans that were created after additional follow-up with Lynn and library staff. The plans include a reworking of the parking lot, sidewalk minimization and pond removal. Lonn stated that the team is working toward LEED points. Dave Delfosse (Somerville) prepared a LEED checklist. One of the credits available is for the addition of parking spots designated of low-emitting and fuel-efficient vehicles (hybrid parking). Much discussion took place. Theisen felt there would be issues and asked what the benefit of gaining LEED points is. Bill Dowell responded that it is a resolution of Brown County to use LEED in all new construction and renovated buildings in the county. LEED does conduct audits and certification does not cost as much as it used to (0-1% of construction costs). The goal of LEED, Dowell continued, is to implement energy efficiencies, environmental benefits and health benefits, which will result in increased productivity of staff. Lonn agreed that concern for these factors is important for the public's sake. Theisen asked about onsite renewable energy options similar to what East Town Mall has done. Lonn replied that several options are being investigated and the floor plan continues to be a work in progress but it is getting closer to being turned over to Boldt for analysis.

Another element is the rooftop bioswale – a landscape element designed to remove silt and pollution from surface runoff water. This bioswale would use trays of sedum that would act as a filter to this water. Golomoski has seen this process and noted that it is an amazing concept. Promoting 'Green' construction will also include a look-out deck on the 3<sup>rd</sup> floor; low-emitting and recycled flooring materials (cork and rubber).

Bob Hardy discussed how relocating the air handlers and other mechanicals makes good sense because how they are positioned now makes it nearly impossible to maintain. Having exceeded their life expectancy, the move would be more beneficial than retrofitting and provide better infrastructure. They will need to be replaced in 8-10 years and it would be more cost-effective at the time of renovation.

With 12-18 months construction time, Lynn feels it makes sense for the staff and collection to move out and the Board agrees. A facility with minimal use may be preferable.

Terry asked if these changes were quantifiable and Lonn replied that it is his goal to prove them as such. He also mentioned that the team of FGM, Somerville and Boldt are really working well together and are utilizing a team task list to track their progress.

Lonn plans to attend the September Library Board meeting to present more complete information. The first draft should be complete by October 1. After a period for feedback, a final draft will be presented at the October Library Board meeting. He is willing to present to the Ed & Rec committee on December 2 and the County Board on December 15.

**b. Energy Conservation Methods Update** Curt reported that the Ashwaubenon Branch had been relamped; and programmable thermostats were installed at the Wrightstown and Pulaski Branches. He was expecting the following installations to be completed in the next couple of weeks: exhaust fans at Ashwaubenon; back door, front door and tuck points at Southwest; and tree trimming and removal at Central. The damaged cork floor at Kress will be replaced in September. As soon as the custom incentive from Focus on Energy is approved, other work can be started at Kress.

**c. Solar Energy Project at Kress** Lynn reported that the group is still in need of \$50,000. It is probable that the project timeline will be put on hold until the spring. The group remains committed and has suggested selling the panels and offering naming rights.

*Tony Theisen addressed the Board President to suggest switching agenda items #7 and #5 in the interest of Bob Heimann's time. **Motion** by Theisen, seconded by Pletcher to switch agenda items 5 and 7. **Motion Carried.***

**INFORMATION SERVICES REPORT ON SERVICES RECEIVED** Bob Heimann distributed a printed report that highlighted some of the activities and opportunities the IS Department has been focused on in regards to the Library. The report summarized the progress on the VoIP phone system (the East and Denmark Branches are next on the schedule); PCI compliance (software modifications are necessary); DSL replacement to a dedicated connection for public PCs (will be completed in September) staffing (how could the library pay for an IS support person dedicated solely to the library); installation of the Library's new integrated system, Symphony (go-live date is September 23 but staff need it installed sooner for training); imaging and installation of the replacement PCs from UWGB as well as granted laptops; imaging of the Gates grant laptops; and installation of 30 staff PCs with touch screen monitors.

Discussion took place on several of these topics. Terry asked if the library could hire their own IS staff would the library's charge backs be reduced? The answer is, "No," because charge backs are based upon the number of computers owned. Concern was expressed over the lack of IS staff to complete these projects by the deadline. Of particular interest was the fact that the granted laptops could have been imaged by an outside vendor but weren't because of a possible union issue. As a result, many of these projects are now behind schedule.

The TechAtlas inventory for Central's computers was started by Sue Lagerman (staff) and Sarah Evers (IS) in an effort to meet the August 27 deadline. Sarah plans to have the remaining laptops prepared for the inventory by Friday, 8/20. Sue will account for them and the inventory will be marked complete - a requirement of the Gates grant.

#### **ACCOUNTANT'S REPORT**

**a. Financial Report** The June and July financial reports were presented. Lori reported that per the reports, we were under budget and savings were being seen in the utilities line item. **Motion** by Pletcher, seconded by Golonski, to approve the June and July financial reports. **Motion carried.**

**b. Acceptance of Gifts Grants and Donations** The July Gifts, Grants and Donations report was presented as follows:

##### **July, 2010 Gifts & Donations**

Green Bay Community Service Club	200.00	Children's Programming
Mary Abel - In Memory of Norbert Vonck	100.00	SW Materials
Friends of the Brown County Library	515.98	Kress Puzzles & Toys
Friends of the Brown County Library	108.75	Popcorn & Supplies
Friends of the Brown County Library	250.00	WH Performer
Friends of the Brown County Library	6,000.00	Spanish Materials
Mary & Sandy Bohlman	120.00	Adopt A Program
Ashwaubenon	13.81	Donation Box
Bookmobile	9.00	Donation Box
East	46.48	Donation Box

Weyers/Hilliard	49.14	Donation Box
Central Circulation	67.16	Donation Box
Kress	18.00	Donation Box
Adult Services	9.52	Donation Box
Pulaski	14.85	Donation Box
Southwest	10.85	Donation Box
Wrightstown	8.96	Donation Box
<b>Total Donations</b>	<b>\$ 7,542.50</b>	

#### **Federal & State Grants**

Nicolet Federated Library System	\$ 6,124.34	Collection Development
Nicolet Federated Library System	18,970.00	Technology
<b>Total Grants</b>	<b>\$ 25,094.34</b>	

**Motion Carried.**

#### **BUDGET**

Lynn, Lori and Terry will attend the budget hearing with County Executive Hinz on Friday, 8/20 at 1:30 p.m. Lynn reported that the Equalized Assessment Value (EAV) had gone down which will negatively impact the mill rate. This could translate into additional budget cuts.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

Denise Bellmore reported that the NFLS Board approved their budget; extra reserves were being identified and was being used for technology updates and there was a substantial projected carryover. Some counties seemed dissatisfied with OWLSnet. Due to budget cuts, the Menominee and Oneida libraries are out of compliance in their Maintenance of Effort. This budget shortfall prohibits them from applying for grants. NFLS has to take steps to get them back in compliance (approximately \$11,000). It is a balancing act between budget and state dollars. The meeting was held at the Mulva Library on the campus of St. Norbert College. Terry thanked the representatives for their continued efforts on the NFLS Board.

#### **LIBRARY OPERATIONS MANAGER SEARCH**

The applicants recruited by Miriam Pollack will be interviewed on August 30 and 31. A schedule has been prepared that includes the formal interview; tours of the Central Library and Kress Family Branch, luncheon with various people including Mark Merrifield (Director, NFLS); Friends of the Library Board members; Library Board members; staff from Human Resources; and dinner with Lynn and a Board member or two.

#### **ST. NORBERT COOPERATION UPDATE**

Monica and Paul Kegel met briefly with Mulva Library Director Felice Maciejewski to talk about possible collaboration between the Mulva Library and the Brown County Library. Ideas included sponsoring speakers; promote BCL to SNC students; explore staff development opportunities; encourage SNC students to volunteer at the Friends' Book Sale; collaboration on children's author visits; local historians speaking at BCL and Mulva etc.

#### **PRESIDENT'S REPORT**

Terry welcomed Dale Cropper, the library's new Collection Development Manager. He also thanked John and Chris for negotiating the East Branch lease. He also mentioned that emails sent to 'all' among the Board have the potential to be 'walking quorums' and care should be taken in the messages and information exchanged.

#### **DIRECTOR'S REPORT**

Lynn had a request from the Green Bay/De Pere Antiquarian Society to borrow a photograph of Rufus Kellogg for their October donor reception at the Neville Museum. Policy states that the Board be informed of such requests. The event takes place in October and staff will prepare the paperwork for the temporary loan. The Friends, at their meeting on Monday approved over \$12,000 in branch funding requests. A temporary librarian (approved by HR) will be hired to assist in cataloging duties in preparation for the new ILS. Lynn will be in Madison on Tuesday and will meet with Senator Dave Hansen's aide, John Wagnitz and with Mike Cross from DPI about the Chapter 43 clean-up bill regarding the use of collection agencies. Lynn also expressed her gratitude for the Friends of the Brown County Library Board as well as the Library Board.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

Dale Cropper introduced himself to the Board and stated that his goals include increasing circulation (2.5 to 3 million), increasing turnover; weeding the collection to make a better collection and developing a popular library based on what the public wants. The job so far has been very enjoyable. He sees libraries as more than books – they are becoming information centers.

Lynn shared the news that 1385 people attended Library Morning at the Fair – a special event that is part of the Summer Reading Program and organized by the children's librarians. This was an all-time high. The Bookmobile is also on site during the Fair.

**ADJOURNMENT**

**Motion** by Golomski, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:50 p.m.

**NEXT REGULAR MEETING**

September 16, 2010  
East Branch Library  
2255 Main Street  
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Secretary  
Sue Lagerman, Recording Secretary